



PROGRAM MANAGEMENT OFFICE

PROGRAM MANAGEMENT OFFICE (PMO) OPERATING PROCEDURES
for the Effective and Efficient Implementation of the Office Mandate
1 June 2020

The following guidelines and procedures shall guide the Office in its transactions with other Supreme Court and Judiciary offices, as well as other agencies and stakeholders particularly in the Justice Sector and the general public. These are in compliance with the Memorandum Circular on "Supreme Court Workplace Protocol" (Part G) issued by the Chief Justice on 21 May 2020 to ensure the good health and well-being of officials and employees.

1. Regular Work Schedule and Work from Home (WFH) Regulations in Relation to the Skeletal Manpower Arrangements

The PMO shall be manned by a skeleton workforce, who will report to the office from Monday to Friday at 8:00 A.M. to 4:30 P.M. All existing flexi-time arrangements are temporarily suspended. Said work arrangement shall continue until such time that new guidelines shall be issued.

All personnel who are not part of the skeleton workforce in a given period shall abide by the WFH arrangement and comply with the guidelines by the Court and by the Chief of Office - the Judicial Reform Program Administrator or JRPA (Memorandum to PMO Personnel dated 20 May 2020), and may be asked to report to the office in the interest of the service or for urgent matters needing immediate and personal action.

2. Upon Entrance or Arrival at the PMO

Further to the rules on entrance and exits in the Supreme Court premises, as provided in the above-mentioned Workplace Protocol, the use of proper face masks and/or face shields shall be complied with and maintained throughout the working day. In going into or outside of the office, the use of the stairway is likewise strongly encouraged.

Court personnel who are routing official documents are expected to follow proper disinfection/sanitation procedures prior to entering the PMO.

3. General Conduct Inside the Office

There shall be no unnecessary physical congregation of the staff inside office premises. If unavoidable, physical distancing as prescribed in the Supreme Court Workplace Protocol shall be observed (Part D). As much as possible, the Staff shall physically limit themselves to the confines of their respective cubicles and/or work stations. Meetings and communications shall be particularly discussed below.

4. Receiving and Sending Documents

Existing Office procedures relating to the receipt, recording and routing of incoming documents shall continue to be observed. The Office, however, strongly encourages “contactless” transactions and would appreciate if possible, to receive requests, invitations, queries, and other documents through electronic mail (email). All documents may be sent to the PMO’s official email address (pmo@sc.judiciary.gov.ph). To avoid clogging the PMO Inbox, emails needing the sole or urgent attention of the JRPA may be sent to lchdelrosario@sc.judiciary.gov.ph.

If unavoidable, the PMO shall *only* entertain Court personnel who have the proper quarantine passes in receiving physical documents. *One transaction at a time*. Routing Court personnel must observe proper disinfection/sanitation procedures and social distancing while transacting.

Further to the safety-related provisions in the Supreme Court Workplace Protocol, physical documents received by the Office shall first be left in a “holding shelf” at the receiving desk for a reasonable amount of time in view of any possible presence of COVID thereon, prior to scanning of the documents and endorsement to the Judicial Reform Program Administrator, through email.

Internal documents, e.g. documents to and from (a) JRPA, (b) the Group Heads, (c) Staff, and (d) Receiving Desk shall also be subject to the said holding shelf. Recipients, who wish to secure physical copy of the documents, shall have the responsibility to retrieve them from said place.

For outgoing documents, the regulations of the receiving office shall be duly taken into consideration.

5. Meetings within/outside the Office

The PMO shall avoid physical meetings, except meetings authorized by the Chief Justice or the Court.

PMO personnel who will be attending these authorized meetings are directed to follow the regulations provided in Part D of the Supreme Court Workplace Protocol.

If there is a need for an internal office meeting, the following modes shall be preferred according to this order:

- Regular telephone calls or conference calls;
- Audio technology using the desktop computers and other available ICT facilities in the office;
- Video-conferencing – subject to approval and available facilities.

6. External Communications

The PMO shall provide all concerned Judiciary offices, Justice Sector agencies, development partners, and relevant Executive departments or agencies with the following contact details of the Office:

PMO Email Address	pmo@sc.judiciary.gov.ph
Judicial Reform Program Administrator (JRPA)	8 552 9578 lchdelrosario@sc.judiciary.gov.ph
Executive Assistants	8 552 9579 / 9580
JRPA Office (JRPAO)	8 552 9581
Project Implementation, Monitoring and Evaluation Group (PIMEG)	8 552 9585 / 9588
Project Development and Resource Mobilization Group (PDRMG)	8 552 9587 / 9588
Administrative and Finance Group (AFG)	8 552 9583
Receiving Desk/Reception	8 552 9586

The contact details of the PMO as appearing in its page in the official Supreme Court website shall be updated accordingly.

Further to the contact details of Supreme Court offices provided in Part H – ii- F of the Workplace Protocol (pages 6-7), the Office’s contact details shall likewise be provided to development partners and other concerned agencies insofar as the Judicial Reform Program is concerned, and to other Justice Sector Agencies for matters pertaining to the Justice Sector Coordinating Council or JSCC, as well as any other coordination-related matters.

For information and guidance.